



EXHIBIT A STATEMENT OF WORK

PROJECT INFORMATION

Project Name:	Civitek JuryFlex Implementation	Document Version:	1.0
Sub-Project:	Civitek JuryFlex SaaS Services Agreement – Exhibit A	Version Date:	June 3, 2024
Program Manager:	Melissa Bennefield	Prepared By:	Melissa Bennefield
Prepared For:	Jefferson County Clerk of Court	Preparation Date:	June 3, 2024

This Statement of Work (hereinafter, “SOW”), effective upon the Agreement Effective Date, documents the SaaS Services being purchased by the Jefferson County Clerk of Court under the terms and conditions of the SaaS Agreement (“SaaS Agreement”) dated June 3, 2024, between FACC Services Group, L.L.C., d/b/a Civitek (hereinafter, “Civitek”), a Florida limited liability company located at 3544 Maclay Boulevard S., Tallahassee, Florida 32312, and the Jefferson County Clerk of Circuit Court and Comptroller (hereinafter, “Clerk”), located at 1 Courthouse Circle, Monticello, FL 32344 and provides as follows:

JURYFLEX SAAS SERVICE IMPLEMENTATION OVERVIEW

The Jefferson County Clerk of Court would like to transition from their existing Civitek Jury application to utilizing the Civitek JuryFlex application. The Civitek JuryFlex application is a hosted application offered to Clerks through a SaaS Services Agreement. SaaS is a software application hosted by the vendor (Civitek). The customer (Clerk) does not take ownership of the software and instead purchases access to the application via the Internet. This Statement of Work is intended to clarify any work to be done by Civitek so that the Clerk can begin to use the JuryFlex SaaS application.

PROJECT SCOPE OF WORK

Civitek will provide professional services in project management and implementation services required to convert the Clerk from their legacy application to the Civitek JuryFlex application. Civitek will:

1. Work with and support the Clerk in preparing their Jury Plan to submit to the Florida Office of the State Courts Administrator (hereinafter, “OSCA”) for approval.
2. Provide a Civitek analyst to assist and work with the Clerk’s staff to complete all needed code table set-up and mapping exercises.
3. Assist the Clerk in creating and developing all custom forms.
4. Perform data conversion.
5. Provide a Civitek analyst to work with the Clerk to perform data validation activities, confirming that data populated in the new system accurately entered the system and populated the correct fields.
6. Configure security, users, and interfaces.
7. Conduct user training.



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8. Conduct and facilitate user acceptance testing.
9. Perform the final data conversion.
10. Provide support for the application's initial use, including creating and sending the first Jury summons from the application.
11. Provide onsite support for the first Juror report date for check-in following the move to production.

PROJECT DELIVERABLES

The deliverables for the implementation of the Civitek JuryFlex product include:

Deliverable
Project Schedule – Civitek will provide the Clerk with a project schedule defining tasks, deliverables, dates, and required resources assigned to complete the project implementation.
System Set-up and Configuration —Civitek will assign an analyst to work with the Clerk to complete all needed system configuration activities, including code table set-up, creation of custom forms, configuration of security, user set-up, etc.
Data Conversion – Civitek will work with the Clerk to determine an agreed-upon approach for populating data in the Civitek JuryFlex Application and perform those tasks. Civitek can either perform data conversion activities to populate data from the legacy system into the new Civitek JuryFlex application or take a point-forward approach to the conversion. In contrast, Civitek will work with the Clerk to populate only the needed tables for the system to operate and go live instead of a complete conversion.
User Training – Civitek will conduct user training with the Clerk on a predefined schedule.
End-User Documentation – Civitek will provide the Clerk with end-user training manuals and system documentation.
Final Deliverable Acceptance – Civitek will provide the Clerk with a final deliverable acceptance document for approval by the Clerk to confirm that Civitek has performed the work defined in this SOW and has met the Clerk’s expectations in delivering this project.

PROJECT TIMELINE

The Project Schedule will define the task level and detailed dates for the entire project. Once the Clerk has received formal approval from OSCA on their Jury Plan. Civitek will supply the Clerk with a project schedule defining each milestone's delivery dates.

Project Milestone Deliverables are as follows:



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Milestone / Deliverable
Clerk prepares and submits their Jury Plan to OSCA for approval
Provide Project Schedule
Perform System Set-up and Configuration
Perform Final Conversion of Data
Conduct User Training
Generate and Send Summons from Civitek Jury
Juror Report / Check-in

PAYMENT SCHEDULE

Civitek will provide the Clerk with a deliverable sign-off after completing the Juror Report/check-in. The Clerk will be requested to execute the deliverable sign-off form indicating agreement that Civitek has completed all deliverables as defined in this SOW to the Clerk's satisfaction. Upon receipt of the Clerk's executed deliverable sign-off, Civitek will issue a corresponding payment invoice to the Clerk for the costs outlined below.

1. *Implementation Services / One-Time Costs:*

Service Description	Amount
Project Implementation Services: Project Schedule System Set-up and Configuration Data Conversion User Training Testing Go Live / Juror Report & Check-in Support	\$0.00 (Waived)
TOTAL IMPLEMENTATION SERVICES / ONE-TIME COSTS	\$0.00 (Waived) Travel and Expenses will be billed at the actual cost.

Travel & Expenses - Civitek will provide onsite support to the Clerk during the delivery of this project. **Travel and expenses will be billed at the actual cost.** Training costs and associated expenses will be billed when implementation is complete.



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2. **Recurring Costs:**

<i>SaaS Agreement Costs</i>	Monthly	Annual Price
Software Subscription Fee	\$ 590.00	\$ 7,080.00
Hosting Fee	\$ 190.00	\$ 2,280.00
Support Fee	\$ 345.00	\$ 4,140.00
TOTAL	\$1,125.00	\$13,500.00

In accordance with the SaaS agreement, Section 5.0 entitled “Orders, Fees & Payment,” Civitek will invoice the Clerk for recurring ongoing services as follows:

- (1) Monthly Software Subscription Fee – The Clerk will be assessed a monthly subscription fee of \$590.00. This fee provides the Clerk with non-exclusive, non-transferable rights to use the software according to the terms specified in the subscription agreement. The Clerk receives all new software versions, including bug fixes, security updates, and new features as they become available during the subscription period. The Clerk may pay this fee annually or be billed monthly for services.

- (2) Monthly Hosting Fee - Civitek will invoice the Clerk for a monthly hosting fee of \$190.00 commencing at the time of execution of the SaaS Agreement and Statement of Work (SOW). The monthly hosting fee supports the infrastructure and platform services required to host and run the JuryFlex application, which includes server and storage management, backup and recovery services, and network and security management.

- (3) Monthly Support Fee - The Clerk will be assessed a monthly support fee of \$345.00. The monthly support fee includes the assistance provided by Civitek to the Clerk to ensure the effective use and operation of the software, including customer service, technical support, troubleshooting, problem resolution, and user and training materials. The Clerk may pay this fee annually or be billed monthly for services.

3. **Invoicing:**

- a. Civitek shall invoice the Clerk for all fees and related travel expenses upon implementation completion finalized by the juror report/check-in date.

- b. The monthly fees described above under “Recurring Costs” will be invoiced to the Clerk annually.



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- c. The Clerk understands and agrees to annual increases to the Fees described above for maintenance and support based on the following: The increases will be based on a September CPI + 1%, but no less than 3.0% each year to cover inflation costs.

TERMS AND CONDITIONS OF AGREEMENT

The terms and conditions of this Statement of Work shall supersede any conflicting terms and conditions in the SaaS Agreement between Civitek and the Clerk.

IN WITNESS WHEREOF, the parties have executed this Statement of Work by their officers thereunto duly authorized.

Name: Jason Welty

Name: Melissa Bennefield

Title: Jefferson County Clerk of the Circuit Court and Comptroller

Title: Chief Operating Officer

Date: July 29, 2024

Date: July 29, 2024

Signature: Jason L. Welty

Signature: Melissa Bennefield